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ABSTRACT

The resource book is designed to help in delivering materials and services to visually handicapped students. A flow chart describes a materials delivery system, and separate sections address information (such as acquisition, production, duplication, materials needed, and alternatives) for braille, large print, and tape. Other considerations discussed include aspects of delivery, storage, maintenance, inservice and information dissemination, and the use of volunteers. A glossary and source directory are among appended items. (CL)

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Accessing Resources for School-Age Visually Handicapped Students

A Resource Book

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ACCESSING RESOURCES FOR SCHOOL-AGE VISUALLY HANDICAPPED STUDENTS

A RESOURCE BOOK

Compiled and Disseminated by

Association of Instructional Resource Centers
for the Visually Handicapped

August, 1981

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PREFACE

The Association of Instructional Resource Centers for the Visually Handicapped (AIRC/VH) has developed this resource book for special education personnel who provide services to visually handicapped students.

An appropriate educational program for visually handicapped students often requires the utilization of specialized equipment and materials such as braille, large print, tape and braille-writers.

This resource book is designed to assist in the delivery of materials to visually handicapped students and to address the following topics:

- Acquisition, Production and Duplication
  - Braille materials
  - Large print materials
  - Tape materials
- Materials and Equipment
  - Delivery
  - Storage of materials
  - Maintenance
- Provision of Inservice and Information Dissemination
- Use of Volunteers

The Appendix includes a glossary, addresses, sample forms and and a list of AIRC/VH members.

Many states have developed statewide Instructional Resource Centers for the Visually Handicapped in order to coordinate and deliver services for visually handicapped students. A detailed description of the various structures of an Instructional Resource Center for the Visually Handicapped follows.

ASSOCIATION OF INSTRUCTIONAL RESOURCE CENTERS FOR THE VISUALLY HANDICAPPED

The Association of Instructional Resource Centers for the Visually Handicapped (AIRC/VH) is an organization of persons having statewide responsibility for:

- delivery of large print, braille and/or tape textbooks to school-age visually handicapped students
- coordination of volunteer production of materials
- coordination of the state's Federal Quota Allocation Program

The AIRC/VH has identified the following goal:

> To assist the state education agency in the delivery of materials and services to visually handicapped students in a timely manner and in an appropriate mode.

AIRC/VH is an information sharing organization; there are no dues.

To become an AIRC/VH member, submit a letter from the state director of special education stating that the state has or is interested in starting a statewide Instructional Resource Center for the Visually Handicapped. Send the letter to Julie Todd, AIRC/VH President, 470 Glenmont Avenue, Columbus, Ohio, 43214.

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Permission to Transcribe Copyright Material
Request Form

DESIGNING A MATERIALS AND SERVICE DELIVERY SYSTEM

Many states have developed statewide Instructional Resource Centers for the Visually Handicapped (IRC/VH) to assist the state education agency in the delivery of materials and services to visually handicapped students, their parents and educators.

There are many types of delivery systems. Most states have systems based on one or more of the models listed below.

Delivery Systems

- Acquisition/Delivery Model
  - receive requests for titles
  - arrange for purchase and shipment of materials to the requestor

  Advantages
  - little staff time is required

  Other considerations
  - materials are not reused, thus necessitating expenditure of new monies for materials already in the state
  - state is unable to be accountable for materials since an inventory is not kept

- Clearinghouse Model
  - receive requests for titles
  - person arranges for purchase and shipment of materials to the requestor
  - maintain an inventory system
  - reuse materials

  Advantages
  - materials are reused resulting in:
    - more effective use of monies
    - faster delivery of materials to school
  - relatively little office space is necessary
  - reduction in expenditures; some IRC/VH have demonstrated up to a 50% reduction

  Other Considerations
  - maximum control of materials is not maintained
  - requires cooperation from the schools to ship materials when requested and to maintain an inventory

- Depository Model
  - receive requests for titles
  - arrange for purchase and shipment of materials to the requestor
  - maintain an inventory system
  - reuse materials
  - house materials in a central and/or satellite location
  - return materials to the central or satellite location until they are needed again

  Advantages
  - optimum control and accountability for materials are maintained
  - materials can be properly maintained and repaired as needed
  - delivery of materials will occur more efficiently

  Other considerations
  - relatively large storage space is needed for housing materials

Additional IRC/VH Services
- information dissemination
- materials production
- materials duplication
- inservice

Governing/Management Agencies
- state department of education
- local/intermediate school district
- regional resource center
- residential school for the blind
- state commission for the blind
- private foundation

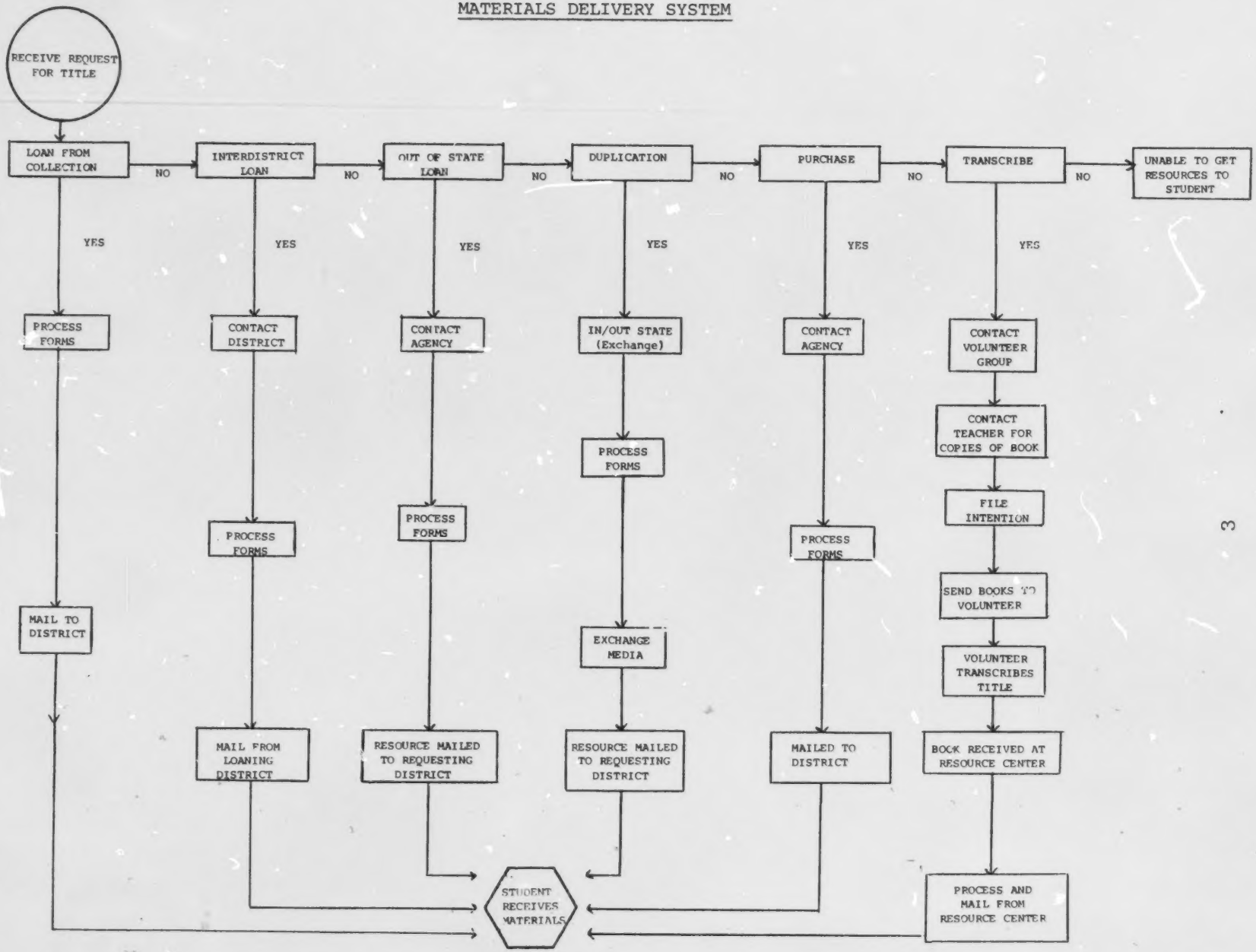
Funding Sources
- state monies
- federal monies
- local monies
- private foundations
- combination of above

Locations/Housing
- state department of education
- local/intermediate school district building
- residential school for the blind
- regional resource center

Contact any of the State Instructional Resource Centers for the Visually Handicapped for further information and assistance.

MATERIALS DELIVERY SYSTEM CHART

MATERIALS DELIVERY SYSTEM



MATERIALS DELIVERY SYSTEM

BRAILLE

- Major Sources
- Acquisition
- Production
- Duplication
- Personnel/Materials Needed
- Alternatives

BRAILLE

Visually handicapped students who do not have enough vision to read print may read braille. Braille books are expensive, difficult and time consuming to produce, and not always easy to obtain.

Hand-transcribed braille books are produced on a braille-writer; most of these hand-transcribed books are brailled by volunteers. The average braillist transcribes one page of braille in approximately fifteen minutes. One page of print equals several pages of braille.

Major Sources of Braille Materials

- American Printing House for the Blind (APH)
  - textbooks (grades K-12)
  - recreational reading books
  - maps
  - catalogs
  - cost: see catalogs
    use Federal Quota Allocation

- National Library Service for the Blind and Physically Handicapped (NLS)
  - recreational reading materials
  - braille music
  - magazines
  - cost: none

- National Braille Association (NBA)
  - Reader Transcriber Registry
  - Braille Book Bank (college texts)
  - Technical Tables
  - cost: contact agency

- Numerous agencies and school systems throughout the United States
  - titles and sources listed in the Central Catalog available from APH
  - cost: contact agency

- In-state production
  - volunteer groups
  - Instructional Resource Centers
  - cost: contact agency

Acquisition of Braille

- Develop administrative procedures
  - location of title
  - acquisition
  - loan
  - retrieval
  - circulation
  - delivery
  - maintenance
  - storage

- Receive request from school including
  - title
  - author
  - series
  - publisher
  - copyright date
  - grade level

- Determine availability of exact title
  - Central Catalog
  - NLS Catalog
  - NBA Book Bank
  - APH Catalogs
  - other

  If title is not found, write or call the Instructional Materials Reference Center, American Printing House for the Blind, and ask if they have a source for that title; provide all information about title -- complete title, series, author, publisher, grade level, copyright date and format.

- Determine method of acquisition
  - purchase
  - brailon exchange and cost per volume
  - brailon exchange (no cost)
  - loan
  - production

- Request exact title

Production of Braille

If a title cannot be obtained through other sources, it may be necessary to transcribe the book into braille.

- Develop administrative procedures
  - production standards
  - cost or no cost for service
  - target group for whom work will be done
  - duplication of originals
  - loan
  - circulation
  - delivery
  - retrieval
  - maintenance
  - storage
- Locate and train personnel
  - braillists and proofreaders certified through NLS
- Obtain necessary equipment and materials
- Receive request
- Secure copyright permission
- File an Intent Form with APH to prevent duplication
- Make a thermoform copy of book (do not give an original to a student)

Duplication of Braille

Braille duplication is often called thermoforming because it is done on a thermoform machine.

A braille master should not be given to a student. If the master is lost or destroyed, the entire book would have to be transcribed again.

- Develop administrative procedures
  - duplication standards
  - cost or no cost for service
  - target group for whom work will be done
  - duplication of originals
  - loan
  - circulation
  - delivery
  - retrieval
  - maintenance
  - storage

- Locate and train thermoform machine operators and binders

  Suggestions

  Determine number of pages per volume (see NBA codebook on Textbook Format); may vary depending on grade level and type of binders used (average 60 pages a volume)

  Buy brailon already punched (19-hole or 3-hole)

  Buy covers pre-punched for Krebs Binder, Cerlox Binder, GBC Binders

  Inform thermoform machine operators
  - importance of accuracy of the copy
  - value of the master
  - cost of brailon

Personnel/Materials Needed

- Personnel

  Braillists
  - volunteers
  - service organizations or clubs
  - correctional institutions
  - paid braillists
  - certified by NLS through a correspondence course

  Proofreaders
  - volunteers
  - paid proofreaders
  - certified by NLS through a correspondence course

- Materials/Equipment

  Braillewriters
  - Howe Press (manual and electric)
  - American Printing House for the Blind

  Transcription Paper
  - American Printing House

  Binding Supplies (plastic comb spines, covers, paper punch, binding machine)
  - local office suppliers

Copies of book to be brailled
- school requesting title

Braille codebooks
- National Braille Association
- American Printing House

Thermoform machines
- American Thermoform Corporation

Brailon
- American Thermoform Corporation
- American Printing House for the Blind

Alternatives to Providing Requested Braille Materials

- Title on tape
- Alternate copyright/edition of title in braille
- Alternate title in braille
- Reader service
- Electronic equipment

For further information, contact any of the Instructional Resource Centers for the Visually Handicapped listed in the Appendix.

Major Sources

Acquisition

Production

Duplication

Materials Needed

Alternatives

LARGE PRINT

Many visually handicapped students can read standard print and should be encouraged to do so whenever possible. Other visually handicapped students use large print, low vision aids or a combination of these with standard print.

Large print materials are expensive and not always available. Determine if large print is actually needed by a student before ordering.

Major Sources of Large Print Materials

- American Printing House for the Blind (APH)
  - textbooks (K-12)
  - recreational reading books
  - large print paper (graphs, music, writing paper)
  - maps
  - catalogs
  - cost: see catalogs
    use Federal Quota Allocation

- National Library Service for the Blind and Physically Handicapped (NLS)
  - recreational reading materials
  - magazines
  - cost: none

- Local and state libraries

- Major production companies
  - Volunteer Transcribing Services
  - Microfilm of California
  - cost: contact agency

- In-state production
  - type on large print typewriter
  - photo-enlarge
  - microfilm/microfiche
  - cost: varies

Acquisition of Large Print

- Develop administrative procedures
  - location of title
  - acquisition
  - loan
  - retrieval
  - circulation
  - delivery
  - maintenance
  - storage

- Receive request from school including
  - title
  - author
  - series
  - publisher
  - copyright date
  - grade level

- Determine availability of exact title
  - Central Catalog
  - agency/production company catalogs
  - APH catalogs and supplements

  If title is not found, write or call Instructional Materials Reference Center, American Printing House for the Blind, and ask if they have a source for that title -- complete title, series, author, publisher, grade level, copyright date and format.

- Before ordering, consider
  - type size, boldness and style
  - size of page
  - contrast between print and page
  - treatment of color
  - ease of turning pages
  - binding (on top or side)
  - weight of volumes

- Decide method of acquisition
  - purchase
  - loan
  - copy
  - produce

- Request exact title

Production of Large Print

If a title cannot be obtained through other sources, it may be necessary to transcribe the book into large print.

- Develop administrative procedures
  - production standards
  - cost or no cost for services
  - target group for whom work will be done
  - duplication of originals
  - loan
  - circulation
  - delivery
  - retrieval
  - storage
  - maintenance
  - storage of originals
- Determine type of production
  - typed on large print typewriter
  - photo-enlargement
  - microfilm/microfiche
- Determine
  - format
  - type size, boldness and style
  - size of page
  - treatment of color
  - treatment of pictures and charts
  - binding system
  - number of pages per volume
- Locate and train personnel
- Obtain necessary equipment and materials
- Receive request from school
- Secure copyright permission
- File an Intent Form with APH
- Make copy of title (do not give an original to a student)

Duplication of Large Print

- Determine administrative procedures
  - production standards
  - cost or no cost for service

- target group for whom work will be done
- loan
- circulation
- delivery
- retrieval
- storage
- maintenance
- storage of masters

• Establish procedures
  - paper opacity (prevent print bleed-through by using heavy paper)
  - covers
  - number of pages/volume
  - treatment of photographs, colored inks and illustrations which do not reproduce well
  - binding system
    (Most agencies use the General Binding Corporation 19 hole punch.)

Materials Needed

• Purchase of large print
  -catalogs

• Production and duplication
  - duplication machine
  - paper (28# or heavier and gloss free)
  - machine operator
  - plastic spines for binding
  - cover stock
  - combination punch and binding machine
  - enlarging machine
    - Bruning 2000 photostatic copier
    - AM 805 Electrostatic Master Image
    - Mullen 5000 B Camera-Mullen Company
    - Microfiche Reader/Printer
    - Pitney Bowes
    - AB Dick
    - Minolta EP-710

Alternatives to Providing Requested Title in Large Print

• Tapes

• Alternate copyright/edition of title in large print

• Alternate title in large print

• Low vision aids

- Closed circuit television
- Microfiche/microfilm

For Further Information on Production and Duplication, Contact:

Alicia Green, Michigan
William Kalenius, Washington
Bess Kaplan, Arizona
Paul Lewis, Florida
Pete Rossi, New Jersey

Addresses are listed in the Appendix.

TAPE

Major Sources

Acquisition

Production

Duplication

Materials Needed

Alternatives

TAPE MATERIALS

Many visually handicapped students use tape materials as a preferred mode of reading. Tapes are also used to supplement materials in large print, braille or regular print. Most college-level texts are available on tape only. Many of the tapes recorded by agencies for the visually handicapped require special playback equipment because they are recorded at 15/16 inches per second.

Major Sources of Tape Materials

- American Printing House for the Blind (APH)
  - catalogs
  - 4-track cassette tapes recorded at 15/16 ips
  - cost: see catalogs
    use Federal Quota Allocation

- Recording for the Blind (RFB)
  - catalog available (titles listed by author's name)
  - individual preregistration and certification required
  - 4-track cassette tapes recorded at 15/16 ips
  - cost: none

- National Library Service for the Blind and Physically Handicapped (NLS)
  - recreational reading program
  - materials on 4-track cassette tape (15/16 ips) and disc (8 rpm)
  - tapes and playback machine provided
  - individual preregistration and certification required
  - cost: none

- Recording agencies
  - cost: contact agencies

- In-state production
  - cost: varies

Acquisition of Tape

- Develop administrative procedures
  - location of title
  - acquisition
  - loan

- circulation
- delivery
- retrieval
- storage
- maintenance

- Receive request from school including
  - title
  - author
  - series
  - publisher
  - copyright date
  - grade level

- Determine availability of exact title
  - Central Catalog
  - catalogs from agencies which produce tapes
    - Recording for the Blind (RFB)
    - American Printing House for the Blind (APH)

- Determine method of acquisition
  - purchase
  - loan
  - copy original
  - produce

- Request exact title needed

- Determine playback equipment available
  - standard equipment (2-track, 1-7/8 ips)
  - specially built machines that play 4-track, 15/16 ips tapes
    - American Printing House for the Blind
    - National Library Service

- Check type of tape needed
  - cassette
  - reel

- Determine speed at which tape is recorded
  - cassette
    - 15/16 inches per second
    - 1-7/8 inches per second (standard speed)
  - reel
    - 1-7/8 inches per second
    - 3-3/4 inches per second (standard speed)

- Determine number of tracks
  - 2-tracks
  - 4-tracks

Production of Tape

- Develop administrative procedures
  - production standards
  - cost or no cost for service
  - target group for whom work will be done
  - duplication of originals
  - labeling cassettes
  - loan
  - circulation
  - delivery
  - retrieval
  - storage
  - maintenance
  - storage of originals
- Acquire equipment and materials
- Recruit persons to record and monitor
- Train readers and monitors
- Receive requests
- Secure copyright permission
- File an Intent Form with APH
- Make copy of the original

Duplication of Tape

- Develop administrative procedures
  - production standards
  - cost or no cost for service
  - target group for whom work will be done
  - labeling cassettes
  - loan
  - circulation
  - delivery
  - retrieval
  - storage
  - maintenance
- Acquire equipment
- Recruit and train machine operators

Materials Needed

- Purchase/Loan
  - Agency Catalogs
    Recording for the Blind
    National Library Service for the Blind and Physically Handicapped
    Central Catalog

- Production and Duplication
  - standard quality tapes
  - recording equipment
    professional quality if possible; 4-track monoreel preferable; masters should be recorded on reel-to-reel tape at 3-3/4 ips for maximum quality
  - duplication equipment
    standard reel to cassette

Alternatives to Providing Requested Title on Tape

- Alternate copyright/edition of title on tape
- Alternate title on tape
- Textbooks in another format such as regular print, large print or braille
- Reader service
- Electronic Equipment

Taping Manuals Available From:

Bill Davis, New Mexico
Pete Rossi, New Jersey
Fred Sinclair, California
National Braille Association
Recording for the Blind

Addresses are listed in the Appendix.

DELIVERY

The system used to deliver braille, large print, tape and specialized equipment should take the following items into consideration:

- date materials needed by student
- time involved in delivery method
- resources available for delivery
- proper packaging to avoid damage
- administrative procedures allowing for effective tracking and retrieval of materials

Methods of Delivery

- U.S. Postal Service

  Part 135 of the Postal Manual provides for free mailing privileges of certain matter by blind and physically handicapped persons; other persons and organizations are also granted free mailing privileges for sending matter for use by blind and physically handicapped persons under specified conditions. See Appendix for details.

- Private Delivery Services
  - United Parcel Service
  - Greyhound
  - Federal Express
  - school/agency delivery systems
  - borrower required to pick up materials
  - delivery by volunteers

Procedures

- Develop administrative procedures for tracking and retrieving materials.

- Contact delivery agency
  - clarify policies concerning pick up and delivery of boxes
  - note regulations on insurance

- If using U.S. Mail, use a standard pre-printed mailing label stating, "Free Matter for the Blind".

- Pack boxes with a reasonable number of books to avoid heavy, unmanageable boxes.

- Enclose a packing slip noting books sent and date due; include a request for individual to acknowledge receipt of materials.

- Insure major equipment
  - tape recorders
  - braillewriters
  - other specialized equipment

Materials Needed

- Mailing cartons
  - special mailing cartons can be ordered from American Printing House for the Blind with Federal Quota Allocation.
  - cartons may be ordered from local box companies
  - cartons should be saved for return mailing

- Packing slips
  - pressure-sensitive paper, teacher can return one copy acknowledging receipt of books

- Labels/stickers
  - Free Matter for the Blind
  - pre-printed, reversible mailing labels (turn over for return mailing)

- Packing supplies
  - newspaper/bubble-pack
  - string
  - tape
  - stamps

For further information, contact any of the Instructional Resource Centers for the Visually Handicapped listed in the Appendix.

The type of storage system will depend upon several factors:

- space available
- type of materials to be stored
- type of facility
  - ·warehouse (storage only)
  - ·browser library
  - ·production center
  - ·distribution center

Procedures

- Develop shelving and retrieval systems appropriate for the different types of items to be stored
  - originals
  - large print
  - braille
  - tape
  - equipment

- Determine classification system
  - Dewey Decimal System
  - Library of Congress
  - title (alphabetically arranged)
  - shelf number
  - accession number
  - accession by space available

Masters/Originals

- Store masters in a cool, dry area
- Mark clearly to allow for easy retrieval and duplication
- Braille: Place each volume in individually labeled boxes and store upright
- Tape: Place in boxes away from an electro-magnetic field
- Large Print: Place in boxes or package appropriately

Circulating Copies

- Use adjustable shelving and store away from humidity and/or extra heat.

Suggestions

- Do not release an original to a student.
- Remove old and/or damaged titles periodically; report deletions to appropriate agencies.
- Store originals at a central location, such as an Instructional Resource Center, for efficient retrieval.

Materials Needed

- adjustable shelving
- boxes
- labels
- catalog cards

Alternatives to Centralized Storage

- Ship braille masters to American Printing House (APH)
  - obtain permission from APH (letter should include bibliographic information: full title, authors, publisher and copyright)
- Store masters and circulating copies elsewhere
  - volunteer groups
  - state agencies for the blind
  - teachers/students keep all books
  - school libraries
  - maintain inventory indicating location of titles

For additional information, contact any of the Instructional Resource Centers for the Visually Handicapped listed in the Appendix.

Specialized materials and equipment are expensive items. Care should be taken to maintain the books and equipment for maximum use.

Parents, students and teachers need to be aware of the high cost of the items loaned to them and the necessity for proper care.

Procedures

- Check all items upon return
  - breaks in tape
  - missing volumes in sets of books
  - written-in books or workbooks
  - damaged and/or missing pages
  - defective equipment

- Develop procedures for repairing materials
  - missing volumes
    - purchase missing volumes
    - braille or large type missing volumes
  - equipment
    - train volunteers or local repair businesses
    - provide repair manuals, parts lists and schematics

Braillewriters
- train volunteers to repair
- send to:
  American Printing House (APH); (Federal Quota Allocation)
  Howe Press

Tape Recorders
- APH equipment
  send to APH (Federal Quota Allocation)
- Commercial Recorders
  send to manufacturer service centers
- National Library Service Playback Equipment
  contact regional libraries or machine lending agencies

Thermoform Machine
- send to American Thermoform Corporation
- train volunteers to repair

- Provide detailed information to agency or volunteer about problem with equipment
- Obtain repair manuals and parts lists
- Provide training for persons repairing braillewriters and thermoform machines
- Maintain a supply of parts for thermoform machines and braillewriters

Materials Needed

- Braillewriter Parts - Howe Press
- Braillewriter Repair Manual - Howe Press
- Braillewriter Repair Tool Kit - Howe Press
- Thermoform Parts - American Thermoform Corporation
- Thermoform Repair Manual - American Thermoform Corporation
- Tape Splicing Equipment - Local supplier

Alternatives to Maintenance of Materials by State

- Maintenance by school/user
- Materials and equipment not maintained resulting in
  - less efficient use of equipment and monies
  - fewer materials and equipment available for visually handicapped students

For additional information, contact any of the Instructional Resource Centers for the Visually Handicapped listed in the Appendix.

INSERVICE AND INFORMATION DISSEMINATION

Visually handicapped students have many unique needs due to the nature of their handicap. It is imperative that parents, educators and volunteers receive current information about technology, specialized materials and teaching techniques. This training can often be provided and/or coordinated by an Instructional Resouce Center for the Visually Handicapped.

Procedures

- Determine inservice and information needs; conduct needs assessment
- Develop/coordinate workshop and information dissemination
- Deliver/coordinate training and information dissemination
- Develop/obtain audio-visual materials

Topics for Inservice/Information Dissemination

- Materials/equipment related topics
  - selection of appropriate materials
  - use of specialized equipment and technology
    - Optacon
    - Calculators with audio output
    - Paperless Braille Systems
    - Closed Circuit Television Systems
    - Electronic Reading Machine
    - Microfiche Readers
    - Speech Compressors
  - production of materials for the visually handicapped
- Techniques for Working with the Visually Handicapped Student in the Regular Classroom
- Services and Resources for Visually Handicapped Students
- Services of the Instructional Materials Center
- Psychological Aspects of a Visual Handicap
- Assessment of Visually Handicapped Students
- Use of Volunteers

Method of Implementation

- Conduct inservice
- Maintain film library
- Maintain parent/professional library
- Publish newsletter

Target Groups

- Parents
- Special education teachers
- Regular education teachers
- Administrators and/or special education coordinators
- Volunteers
- University students
- Visually handicapped students
- Support Personnel
- Other agency representatives

For Further Information Contact:

Bill Davis, New Mexico
Alicia Green, Michigan
William Kalenius, Washington
Alice Post, Illinois
Pete Rossi, New Jersey
W. Buck Schrotberger, Colorado
Fred Sinclair, California
Julie Todd, Ohio

Addresses and phone numbers are listed in the Appendix.

USE OF VOLUNTEERS

Volunteers can provide invaluable support, expertise and services which result in increased resources being delivered to visually handicapped students. The types of activities performed by volunteers may include:

- materials production
  - ·braille masters
  - ·large print masters
  - ·tape masters
  - ·tangible aids
  - ·tactile illustrations
- materials duplication
  - ·braille
  - ·large print
  - ·tape
- machine repair
- general services
  - ·receiving
  - ·shelving
  - ·shipping

Procedures

- Determine administrative guidelines/procedures
  - application and screening
  - training
  - assignment of activities
  - production standards
  - provision of materials and equipment
  - performance evaluation
- Recruit volunteers
  - Telephone Pioneers (telephone company employees and retirees)
  - Retired Senior Volunteer Program (RSVP)
  - churches and synagogues
  - penal institutions
  - service organizations
  - community-at-large
  - other
- Train volunteers using
  - existing groups
  - National Braille Association (NBA) materials
  - Instructional Resource Center Staff
  - university personnel

Suggestions

- Contact National Braille Association for information
  - administering volunteer groups
  - tape recording
  - large print production
  - braille production

- Contact National Library Service (NLS)
  - braille correspondence course
  - proofreading correspondence course
  - Directory: Volunteers Who Produce Books

For further information, contact any of the Instructional Resource Centers for the Visually Handicapped listed in the Appendix.

FEDERAL QUOTA ALLOCATION

The Federal Quota Allocation is money allocated annually to the American Printing House for the Blind (APH) by Congress for the production of materials, aids and equipment for legally blind students enrolled in an educational program of less than college level. See Appendix for details of the law.

Each state is credited an amount (Federal Quota Allocation) based on the number of legally blind students reported during the Annual Registration of Legally Blind Pupils. Each state orders APH products according to its Federal Quota Allocation. The Federal Quota Allocation can be used only for products manufactured and distributed by APH. Items acquired through the Federal Quota Allocation become property of the state.

- APH requires that all Federal Quota Allocation orders be signed by an ex-officio trustee. An ex-officio to APH may be named for each of the following:
  - state department of education
  - residential school for the blind
  - agency for the blind

- Responsibilities of the ex-officio trustee include:
  - disseminating information about the APH Federal Quota Program
  - conducting the Annual Registration of Legally Blind Pupils
  - attending the annual meeting of American Printing House for the Blind
  - administering Federal Quota Allocation
  - distributing materials acquired with Federal Quota Allocation in accordance with state policy

- Items available with the Federal Quota Allocation include:
  - specialized equipment
    - braillewriters
    - tape recorders
  - large print, braille and recorded textbooks
  - recreational reading materials
  - braille music
  - readiness materials
  - special paper
    - raised line
    - large print
    - graph paper
    - braille
    - brailon

- educational aids
- geography
- mathematics
- handwriting aids
- equipment repair

- Federal Quota materials and equipment are acquired with federal tax monies. It is the responsibility of each ex-officio trustee to see that the materials are used carefully, effectively, efficiently and recirculated whenever possible.

APPENDIX

GLOSSARY

ADDRESSES

POSTAL REGULATIONS

SPECIALIZED EQUIPMENT AND MATERIALS

FEDERAL QUOTA ALLOCATION LEGISLATION

ASSOCIATION OF INSTRUCTIONAL RESOURCE CENTERS FOR THE VISUALLY HANDICAPPED

SAMPLE FORMS

- Intent Form
- Request for Exchange or Purchase Information
- Request for Book Transcription
- Packing Slip
- Federal Quota Order Form
- Permission to Transcribe Copyrighted Material
- Request Form

GLOSSARY

Annual Registration of Legally Blind Pupils
Yearly survey conducted in January by each state department of education and residential school for the blind in order to qualify for Federal Quota Allocation through the American Printing House for the Blind

AFB
American Foundation for the Blind

APH
American Printing House for the Blind

BANA
Braille Association of North America

Brailon
Plastic sheets used on a thermoform machine in the duplication of braille and/or production of raised line drawings; available from APH with Federal Quota Allocation; Brailon is a brand name

Brailon Exchange
Process of sending brailon to an agency in return for a braille copy of a title

Central Catalog
Listing of nationwide sources of large print, braille and tape materials; published annually and marketed by American Printing House for the Blind

Certified Braillist/Proofreader
Person who has successfully completed coursework in braille transcription or braille proofreading and is certified by the National Library Service

Copyright Permission
Authority granted by the publisher allowing an agency to braille, large print or tape a specified title

Ex-Officio Trustee of American Printing House for the Blind
Person responsible for the expenditure of the Federal Quota Allocation and the Annual Registration of Legally Blind Pupils

Federal Quota Allocation
Funds allocated by Congress for the purchase of specialized materials and equipment for legally blind students from American Printing House for the Blind (APH); a state orders materials from APH until the state's allocation is exhausted

Filing an Intent
Process of notifying American Printing House for the Blind (APH) of the intent to transcribe a material into large print, braille or tape; prevents duplication of materials already available; intent forms available from APH

Intent Forms
See Filing an Intent

LRS
Library Reproduction Service

Master
An original in braille, large print or tape

NBA
National Braille Association

NLS
National Library Service for the Blind and Physically Handicapped

RFB
Recording for the Blind

Sourcing
Process of determining the location and availability of a title

TSI
Telesensory Systems, Inc.

Thermoform Machine
Machine used to duplicate braille, embossed drawings and objects by a vacuum forming process; sold by American Thermoform Corporation

Transcription
Process of changing standard print into another format such as braille, large print or tape

ADDRESSES

American Foundation for the Blind
15 West 16th Street
New York, New York 10011
212/620-2000

- publishes Journal of Visual Impairment and Blindness monthly
- serves as a clearinghouse for information
- publishes brochures and pamphlets
- sells aids and appliances

American Printing House for the Blind
1839 Frankfort Avenue
Louisville, Kentucky 40206
502/895-2405

- administers Federal Quota Allocation for Congress
- sells specialized materials and equipment
  - ·braillewriters
  - ·Student Speech Plus Calculator
  - ·large print, braille and tape books
  - ·readiness materials

American Thermoform Corporation
8640 East Slauson Avenue
Pico Rivera, California 90660
213/723-9021

- manufactures and sells
  - ·thermoform machine for braille duplication
  - ·thermoform paper/brailon
  - ·braille label paper
  - ·repair manual for thermoform machine
- repairs thermoform machines

Braille Association of North America (BANA)
BANA Chairperson
Helen Keller International, Inc.
22 West 17th Street
New York, New York 10011
212/620-2100

- authorizes braille codes and formats used in North America
- suggests standards for the production of braille

Howe Press
Perkins School for the Blind
175 North Beacon Street
Watertown, Massachusetts 02172
617/924-3434

- manufactures specialized materials and equipment
  - braillewriters
  - braille/print books
  - games for the visually handicapped
  - braillewriter repair manual

Library Reproduction Service (LRS)
Microfilm Company of California
1977 South Los Angeles Street
Los Angeles, California 90011

- enlarges print materials

National Braille Association (NBA)
654A Godwin Avenue
Midland Park, New Jersey 07432

- Publications
  - NBA Bulletin (quarterly)
  - Guidelines for Administration of Groups
  - Producing Reading Materials for the Visually Handicapped (available free from NLS)
  - Manual for Large Type Transcribing (available free from NLS)
  - NBA Tape Recording Manual (available free from NLS)

- Services
  - Braille Book Bank
    - provides college textbooks in braille for a nominal charge
  - Braille Technological Tables Bank
    - provides information on availability of technical tables in braille
  - Reader-Transcriber Registry
    - transcribes personal materials useful in work, recreation and daily living

National Library Service for the Blind and
Physically Handicapped (NLS)
1291 Taylor Street, N.W.
Washington, D.C. 20542
1-800/424-8567 (toll free)

- publishes bi-monthly
  - Talking Book Topics
  - Braille Book Review
  - NLS Update
- provides a free library service (braille and recorded book) through a network of regional libraries across the United States
- provides correspondence courses
  - braille
  - proofreading
  - Nemeth Code
  - braille music

Recording for the Blind (RFB)
215 East 58th Street
New York, New York 10022
1-800/221-4792

- records textbooks upon request (no charge)
- loans recorded textbooks (no charge)
- sells catalog

Telesensory Systems, Inc. (TSI)
3408 Hillview Avenue
P.O. Box #10099
Palo Alto, California 94304
415/493-2626

- manufactures electronic equipment for the visually handicapped
  - Optacon
  - Speech Plus Calculator

Volunteer Transcribing Services (VTS)
205 East Third Street
San Mateo, California 94401

- enlarges standard print

135 For the Blind and Other Handicapped Persons

135.1 **Conditions.** The following conditions are applicable to articles mailable free of postage under this section:

a. Except as provided in 135.21 the matter is for the use of the blind or other persons who cannot use or read conventionally printed material because of a physical impairment who are certified by competent authority as unable to read normal reading material.

b. No charge, or rental, subscription, or other fee is required for such matter or a charge, or rental, subscription, or other fee is required for such matter not in excess of the cost thereof.

c. The matter may be opened for postal inspection.

d. The matter contains no advertising.

135.2 **Items Mailable Free**

.21 Unsealed letters sent by a blind person or a person having a physical impairment as described in section 135.1a in raised characters or or in 14 point or larger sight-saving type or in the form of sound recordings.

.22 Reading matter and musical scores.

.23 Sound reproductions.

.24 Paper, records, tapes, and other material for the production of reading matter, musical scores, or sound reproductions.

.25 Reproducers or parts thereof for sound reproductions.

.26 Braillewriters or typewriters, or parts thereof, used for writing by or specifically designed or adapted for use of a blind person or a person having a physical impairment as described in 135.1a.

.27 Educational or other materials or devices, or parts thereof, specifically designed or adapted for use of a blind person or a person having physical impairment as described in 135.1a.

135.3 **Markings** All matter mailed under the provisions of part 135 must show the words Free Matter for the Blind or Handicapped in the upper right corner of the address side.

135.4 **Weight and Size Limits** The weight and size limitations in 751 are applicable to mailings made under this part.

Abacus
The abacus is a tool used to execute mathematical computations.

Bold Line Paper
Bold line paper is available in various forms. It is used by students who find it difficult to see the lines on regular paper.

Bookstands
Bookstands are useful for students who need their material elevated, closer and/or angled.

Braillewriter
A braillewriter is a six-key machine which types braille.

Closed Circuit Television
The closed circuit television enlarges printed materials onto a television screen.

Optacon
The Optacon is a device which electronically transforms print into vibrating letter configurations that are read tactually. The Optacon gives the student access to printed reading material.

Raised Line Paper
Raised line paper is available in various forms such as writing paper and graph paper. This paper allows the student to write on the line.

Slate and Stylus
The slate and stylus are aids used to produce braille. The slate is a metal frame with openings through which braille dots are punched with a pointed stylus. The slate and stylus are convenient for the student because they can be carried in the pocket or purse.

Speech Compressor
Speech compressors speed up recorded materials without changing the pitch.

Tactile Maps and Globes
Relief maps and globes are read tactually by the visually impaired student.

Talking Book Players

Machines, cassette and disc, which play recorded materials are available from the Talking Book Program. The Talking Book Program is a free service provided by the National Library Service. Students may borrow a variety of leisure books and magazines recorded on tapes and records.

Talking Calculator

This calculator has an audio output, allowing the visually impaired student to hear mathematical calculations and answers.

Tape Recorders

Students may use tape recorders to listen to textbooks, supplementary materials and take notes.

Variable Speed Attachments

Variable speed attachments can be attached to a tape recorder or Talking Book Machine in order to change the listening speed.

Writing Guides

Writing guides are rectangular forms with an open space to assist in handwriting activities. The student learns to write by staying within the boundaries of the open space.

SPECIALIZED EQUIPMENT: OPTACON

The Optacon is a device which electronically transforms print into vibrating letter configurations that are read tactually. The Optacon gives the visually handicapped student access to printed reading material.

Equipment

Optacon equipment is assigned to teachers as teaching stations and to students as student sets.

An Optacon teaching station is assigned to a teacher upon completion of training and during the time that he/she has a student using the Optacon.

The student set is assigned to a student until he/she graduates from the twelfth grade or leaves the state.

Teacher Training

Teachers of visually handicapped students receive training in the use of the Optacon through courses offered by most major universities. For further information, contact the nearest university with courses for teachers of the visually handicapped.

After receiving this training, a teacher is qualified to teach a visually handicapped student in the use of the Optacon.

Equipment Maintenance

Optacon equipment must be maintained in working order. Service agreements for both Optacons and Visual Displays can be purchased through the manufacturer, Telesensory Systems Inc. (TSI). This service agreement includes an annual preventive maintenance check and covers costs of parts, labor and shipping costs for all repairs from failure due to normal use and one repair per year from failure due to accidental misuse.

When equipment failure occurs, contact the TSI Service Department prior to taking any action. The service personnel will assist in packaging the material and routing it to TSI in the most expeditious manner. Telesensory Systems, Inc. can be contacted using the toll-free service number 1-800/227-8418.

Note that the shipping cartons provided with the equipment are designed to be reused. Identify these cartons and save them for use should the equipment need to be shipped.

For Further Information

Contact the State Department of Education, Division of Special Education, about the state's Optacon dissemination policy.

THE ACT TO PROMOTE THE EDUCATION OF THE BLIND AS AMENDED (SUMMARY)

Purpose

Whereas, the trustees, superintendents, and teachers of the various State and public institutions for the instruction of the blind, representing the interests of over thirty thousand blind persons in the United States, have united in a petition to Congress to take into consideration the needs of the blind in the United States; and

Whereas the Association of the American Instructors of the Blind, at their session in Philadelphia in August, eighteen hundred and seventy-six, representing twenty-six State and public institutions for the instruction of the blind, have set forth in a series of resolutions that the especial needs of the blind are embossed books and tangible apparatus, and have recommended that if any aid should be given by Congress it would most efficiently come through increasing the means of the American Printing House for the Blind, located in Louisville, Kentucky; and

Whereas it appears that the Kentucky legislature in eighteen hundred and fifty-eight, by an act of special legislation declared James Guthrie, W. F. Bullock, Theodore S. Bell, Bryce M. Patten, John Milton, H. T. Curd, and A. O. Brannin, and their successors, a body corporate, under the name and style of the Trustees of the American Printing House for the Blind, with the avowed purpose of printing books and making apparatus for the instruction of the Blind of the United States, for general distribution, and for the sake of philanthrophy, and with no desire for pecuniary gain; and

Whereas the States of Louisiana, Mississippi, Tennessee, Kentucky, New Jersey, and Delaware have made appropriations for the aid of said American Printing House for the Blind, of which, on account of the outbreak of the civil war, only a small part of the money appropriated by the first three named States was ever available; and

Whereas by the money from the States of Kentucky, New Jersey, and Delaware a printing house for the blind was established, and is now supplied with presses, type, stereotype foundry, steam-engine, a well-equipped bindery, and all of the appliances necessary for the manufacture of embossed books, and has for the last ten years been manufacturing embossed books superior in every way to any manufactured elsewhere, which have been distributed gratuitously to the blind in the States of Kentucky, New Jersey, and Delaware, by which the blind in those states have been very much benefited; and

Whereas it is desirable that the blind of the whole country should be equally benefited, and the intentions of the trustees to establish an educational institution of the most practical beneficence and wisest philanthropy upon a national basis, should be accomplished, inasmuch as the Education of the Blind is a subject to national importance: Therefore,

Appropriations and Directives

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

Section 1.

A. That the sum of two hundred fifty thousand dollars ($250,000) shall be set apart and credited on the books of the Treasury Department as a perpetual trust fund; and the sum of ten thousand dollars ($10,000), being equivalent to four percentum (4%) on the principal of said trust fund, be, and the same is hereby, appropriated out of any moneys in the Treasury not otherwise appropriated, and such appropriations shall be deemed a permanent annual appropriation and shall be expended in the manner and for the purposes analysed by the Act approved March third, eighteen hundred and seventy-nine (March 3, 1879), entitled "An Act to promote the Education of the Blind" approved March third, eighteen hundred and seventy-nine (March 3, 1879) (See Acts of 1879, 1906).

B. That for the purpose of enabling the American Printing House for the Blind more adequately to provide books and apparatus for the education of the blind there is hereby authorized to be appropriated annually to it, in addition to the permanent appropriation of $10,000 made in the Act entitled "An Act to promote the education of the Blind," approved March 3, 1879, as amended, such sum as the Congress may determine. (See Acts of 1919, 1961).

Section 2.

(This section was abrogated by the Act of June 25, 1906). (See Act of 1906).

Section 3.

A. That the Secretary of the Treasury of the United States is hereby authorized to pay over, semi-annually, to the trustees of the American Printing House for the Blind, located in Louisville, Kentucky, and chartered in eighteen hundred and fifty-eight (1858) by the Legislature of Kentucky, upon the requisition of the president, countersigned by their treasurer, the semi-annual amount of $5,000 due from the permanent trust fund. (See Acts of 1879, 1906).

B. That the Secretary of Health, Education, and Welfare is hereby authorized to pay over semi-annually, to the trustees of the American Printing House for the Blind, located in Louisville, Kentucky, and chartered in eighteen hundred and fifty-eight (1858) by the Legislature of Kentucky, upon requisition of their president, countersigned by their treasurer, one-half of such sum as the Congress may determine as an annual appropriation. (See Acts of 1919, 1961).

The use of all funds made available under the above provisions shall be according to rules and regulations prescribed by the Secretary of Health, Education, and Welfare, upon the following conditions. (See Acts of 1961, 1970).

First. The $10,000 annual permanent appropriation from the Treasury Department, plus such sum as the Congress may annually appropriate through the Department of Health, Education, and Welfare: (See Acts of 1970).

(A) Shall be expended by the trustees of the American Printing House for the Blind each year in manufacturing and furnishing books and other materials specially adapted for instruction of the blind; and the total amount of such books and other materials so manufactured and furnished by such appropriation shall each year be distributed among all the public and private non-profit institutions in the States, territories, and possessions of the United States, the Commonwealth of Puerto Rico, and

the District of Columbia, in which blind pupils are educated. Each public and private non-profit institution for the education of the blind shall receive, in books and other materials, upon requisition of its superintendent, that portion of the appropriation as is shown by the ratio between the number of blind pupils in that institution and the total number of blind pupils are educated. Each chief State school officer shall receive, blind pupils in all of the public and private non-profit institutions in which books and other materials, upon requisition, that portion of the appropriation as is shown by the ratio between the number of blind pupils in public and private non-profit institutions (in the State) in which blind pupils are educated, other than institutions to which the preceding sentence is applicable, and the total number of blind pupils in the public and private non-profit institutions in which blind pupils are educated in all the States, territories and possessions of the United States, the Commonwealth of Puerto Rico, and the District of Columbia. The ratio referred to in each of the two immediately preceding sentences shall be computed upon the first Monday in January of each year; and for purposes of such sentences the number of blind pupils in public and private non-profit institutions in which blind pupils are educated shall be authenticated in such manner and as often as the trustees of the American Printing House for the Blind shall require. For purposes of this Act, an institution for the education of the blind is any institution which provides education exclusively for the blind, or exclusively for the blind and other handicapped children (in which case special classes are provided for the blind); the chief State school officer of a State is the superintendent of public elementary and secondary schools in such State or, if there is none, such other official as the Governor certifies to have comparable responsibility in the State; and a blind pupil is a blind individual pursuing a course of study in an institution of less than college grade.

(B) The portion of the appropriation received by each chief State school officer, in such books and other materials under subparagraph (A) of this paragraph which represents the number of blind pupils in private non-profit institutions in such State in which blind pupils are educated, shall be distributed among such institutions on the basis of the number of blind pupils in each such institution as compared to the total number of such pupils in all of the private non-profit institutions in which blind pupils are educated in such State.

(C) All books and other materials furnished pursuant to this Act, and control and administration of their use, shall vest only in a public agency. Such books and materials made availabe pursuant to this Act for use of teachers and blind pupils in any State, Territory, or possession of the United States, the Commonwealth of Puerto Rico, and the District of Columbia in any state shall be limited to those books and materials which have been approved by an appropriate educational authority or agency of such State, Territory, possession, Commonwealth, or District, or any local educational authority thereof, for use, or are used, in a public elementary or secondary school therein.

Second. No part of the appropriation shall be expended in the erection or leasing buildings; but the trustees of the American Printing House for the Blind may use each year a reasonable sum of the annual appropriation for salaries and other expenses of experts and other staff to assist special committees which may be appointed in performance of their functions, and for expenses of such special committees. (See Act of 1961).

Third. No profit shall be put on any books or tangible apparatus for the instruction of the blind manufactured or furnished by the trustees of the American Printing House for the Blind, located in Louisville, Kentucky; and the price put upon each article so manufactured or furnished shall only be its actual cost. (See Act of 1879).

Fourth. The Secretary of the Department of Health, Education, and Welfare of the United States shall have the authority to withhold the appropriations for the education of the blind of the United States whenever he shall receive satisfactory proof that the trustees of said American Printing House for the Blind, located in Louisville, Kentucky, are not using the income from these appropriations for the benefit of the blind in public and private non-profit institutions for the education of the Blind of the United States. (See Act of 1879 and Reorganization Plan No. 1 of 1953).

Fifth. Abrogated by Act of June 25, 1906. (See Act of 1906).

Sixth. The superintendent of each institution for the education of the blind (or his designee) and the chief State school officer (or his designee), of each State and possession of the United States, the Commonwealth of Puerto Rico, and the District of Columbia, shall each, ex officio, be a member of the Board of Trustees of the American Printing House for the Blind only for purposes of administering this Act. (See Act of 1961).

Seventh. The distribution of embossed books manufactured by the American Printing House for the Blind at Louisville, Kentucky, out of the income of the fund provided by the Act of March third, eighteen hundred and seventy-nine (March 3, 1879) shall include one copy of every book so manufactured to be deposited in the Library of Congress at Washington. (See Act of 1913).

Section 4.

The trustees of said American Printing House for the Blind shall annually make to the Department of Health, Education, and Welfare a report of the items of their expenditure during the year preceding their report, and shall annually furnish him with a voucher from each public or private non-profit institution for the education of the blind, showing that the amount of books and tangible apparatus due has been received. (See Act of 1879, Reorganization Plan No. II—Part 2 of 1939, and Reorganization Plan No. 1 of 1953).

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ASSOCIATION OF INSTRUCTIONAL RESOURCE CENTERS FOR THE VISUALLY HANDICAPPED

President:
Julie Todd
Ohio Resource Center for Low-Incidence and Severely Handicapped
470 Glenmont Avenue
Columbus, Ohio 43214
614/262-6131

Vice President and Newsletter Editor:
Pete Rossi
George F. Meyer Textbook and Materials Center
1100 Raymond Boulevard
Newark, New Jersey 07102
201/648-2547

ALASKA
Jane Brodie
Alaska Blind/Visually Impaired Program
429 "D" Street, Suite 306
Anchorage, Alaska 99501
907/274-4534

ARIZONA
*Bess Kaplan
The Foundation for Blind Children
1201 North 85th Place
Scottsdale, Arizona 85257
602/947-3744

CALIFORNIA
*Fred Sinclair
Clearinghouse Depository for Handicapped Students
721 Capitol Mall
Sacramento, California 95814
916/445-5103

COLORADO
*W. Buck Schrotberger
Colorado IMC for the Visually Handicapped
1362 Lincoln Street
Denver, Colorado 80203
303/866-2181

DELAWARE
Marion Levenberg
Division for the Visually Impaired
305 West 8th Street
Wilmington, Delaware 19801
302/571-6234

FLORIDA

*Paul J. Lewis
Florida Instructional Materials Center
5002 North Lois Avenue
Tampa, Florida 33614
813/876-5016

ILLINOIS

*Alice Post
Services for the Visually Impaired
444 West Reynolds
Springfield, Illinois 62702
217/525-3300

KANSAS

Rebah Hubbard
Library and Depository for Visually Impaired and Blind
4558 North Hydraulic
Wichita, Kansas 67219

LOUISIANA

Charlene Bishop
Hearing Impaired/Visually Impaired Depository
Louisiana School for the Deaf
P.O. Box 3074
Baton Rouge, Louisiana 70821
504/342-6498

MICHIGAN

*Alicia Green
Media Center for the Visually Impaired
Pine at Maple Street
Lansing, Michigan 48913
517/373-9628

MINNESOTA

Joanne Jonson
State Services for the Blind
Communication Center
1745 University Avenue
St. Paul, Minnesota 55104
612/296-6723

NEBRASKA

Don J. Pickering
Nebraska School for the Visually Handicapped
10th Street and 10th Avenue
Nebraska City, Nebraska 68410

NEW HAMPSHIRE
Marie Brown
New Hampshire Instructional Materials Center
for the Visually Handicapped
3 Bud Way
Nashua, New Hampshire 03063

NEW JERSEY
*Pete Rossi
The George F. Meyer Textbook and Materials Center
1100 Raymond Boulevard
Newark, New Jersey 07102
201/648-2547

NEW MEXICO
*Bill Davis
New Mexico School for the Visually Handicapped
1900 North White Sands
Alamogordo, New Mexico 88310
505/437-3505

OHIO
*Julie Todd
Ohio Resource Center for Low-Incidence and Severely
Handicapped
470 Glenmont Avenue
Columbus, Ohio 43214
614/262-6131

OREGON
Linda S. Schmoldt
Oregon Textbook and Media Center
for the Visually Handicapped
P.O. Box 3107
Portland, Oregon 97208
503/249-2000 x 568

PENNSYLVANIA
*Annette Rich
Pennsylvania Materials Center for the Visually Handicapped
4400 Franklin Street
Harrisburg, Pennsylvania 17111
717/564-1876

TENNESSEE
Carol McCarrol
Materials Library for the Visually Handicapped
Educational Media Center
1200 Foster Avenue
Nashville, Tennessee 37120

TEXAS

*Janie Fox Jones
Texas Education Agency
Division of Services for the Visually Handicapped
201 East 11th Street
Austin, Texas 78701
512/475-3507

VIRGINIA

*Sue Cobb
Virginia Commission for the Visually Handicapped
1402 Overbrook Road
Richmond, Virginia 23220
804/264-3145

WASHINGTON

*William Kalenius
Special Education Materials Clearinghouse and Depository
10020 Gravelly Lake Drive, SW
Tacoma, Washington 98499
206/756-8517

WISCONSIN

Gerald Atkins
Professional Services Center
1700 West State Street
Janesville, Wisconsin 53545

* Executive Committee

SAMPLE FORMS

Intent Form

Request for Exchange or Purchase Information

Request for Book Transcription

Packing Slip

Federal Quota Order Form

Permission to Transcribe Copyright Material

Request Form

PURPOSE: Send to APH to announce intention to transcribe title.

American Printing House for the Blind
INCORPORATED

FINIS E. DAVIS
VICE PRESIDENT AND GENERAL MANAGER
P. O. Box 6085
1839 Frankfort Avenue, Louisville 6, Ky.
Telephone: TWinbrook 5-2405

Report of
INTENTION
Title

REPORT FORM FOR CENTRAL CATALOG OF VOLUNTEER-PRODUCED BOOKS

BRAILLE

Book Title _____ Edition _____
(Give grade level if part of name in a textbook series) (If given in title)

Series Name (if textbook) _____

Author(s) _____
(List all names, last name first, and separated from each other by semicolons)

_____

Ink-print
Publisher _____
(Include also city and state of publisher's address)

Copyright Dates _____
(List all dates in same order as found in copyright)

Permission to Reproduce: ATPI _____ Obtained by Transcriber _____ Report Date of "Intention" to Copy _____

Name and Address of
Transcribing Group _____

_____

Name of Transcriber _____ Address of Transcriber _____

* * *

Grade of Braille _____ Style of Embossing _____ Written on Braillewriter ( ) Or Slate ( )
(One-side; one-side every other line; interlined)

No. of Volumes _____ No. of pages per volume _____ _____ Total Pages _____
(By individual volumes)

Page Size _____ Name of Proofreader _____ Year Transcribed _____ "Completion" Report Date _____

Name and Address of
Depository for Title _____ 65 _____

PURPOSE: IRC sends form to agency to confirm procedure for obtaining a title.

REQUEST FOR EXCHANGE OR PURCHASE INFORMATION

We have been informed that you have a _____ copy of

_____

This book has been requested for use by a student from September 198 - 198 .

1.	Would it be possible to procure this book on loan to be returned at the end of the time specified above?	YES ___ NO ___
2.	Do you have this book for sale in a form already reproduced? If so, what is the cost?	YES ___ NO ___ $_____
3.	Can you reproduce this book by photo-copy or other method?	YES ___ NO ___
	A. If so, what would be the cost?	$_____
	B. Do you need a print copy?	YES ___ NO ___
	C. If the print copy is required, will it be returned intact?	YES ___ NO ___
	D. Is the reproduced copy forwarded to us already bound?	YES ___ NO ___
4.	Would you accept brailon:	
	A. in exchange for a thermoform copy?	YES ___ NO ___
	B. to reproduce a thermoform copy for us?	YES ___ NO ___
5.	Will it be possible to borrow the master for thermoforming?	YES ___ NO ___
6.	Can we obtain more than one copy from you?	

THIS DOES NOT CONSTITUTE AN ORDER. AUTHORIZATION WILL FOLLOW LATER, IF APPROVED.

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NOTE: Braillist is able to transcribe title according to teacher's directions.

REQUEST FOR BOOK TRANSCRIPTION

BRAILLE ___ LARGE TYPE ___ TAPE ___

TITLE: _____
(Give complete title, including grade level if part of title, and add WORKBOOK or TEST at end of title where appropriate.)

Abbreviated Title (for braille texts {maximum: 28 cells}):

_____

AUTHOR: _____

PUBLISHER: _____ COPYRIGHT DATE: _____

NAME OF PUPIL: _____ GRADE: _____

Please examine each book requested and fill out this form completely. It is not the responsibility of the transcriber to edit the book. Use additional paper if necessary.

Glossaries, indexes, prefaces and forwards will be omitted unless specifically requested. _____

INSTRUCTIONS: _____

_____

_____

Footnotes: Indicate any that can be omitted. _____

Illustrations: List those needed. If wording is required in place of illustrations, provide the wording, using additional paper. _____

If any part of this book will be needed out of sequence, please indicate: _____

If a teacher's edition is furnished for the print copy, be specific in stating what to omit: _____

Date book is needed: _____ Resource Teacher: _____

School District: _____ Date of Request: _____

Office Telephone: _____ Home Telephone: _____

NOTE: This form is often printed on pressure-sensitive paper, enabling the sender and receiver to retain copies.

PACKING SLIP

DATE: _____

COUNTY: _____

TO:

The materials listed below have been shipped in _____ packages and are loaned to you for the ____-____ school year to be used by a visually impaired student in your school district.

Materials are property of the state and are to be returned to the Resource Center for the Visually Handicapped at the end of the school year.

Materials can be mailed free in a package labeled, "Free Matter for the Blind or Handicapped."

When the materials are received, please sign this packing slip and return to the Resource Center at the above address.

Large Type ____ Braille ___ Other ___

I acknowledge receiving the above:

_____ _____

Signature Date

FEDERAL QUOTA ORDER BLANK

American Printing House for the Blind, Inc.

1839 Frankfort Ave. — Box 6085 — Louisville, Kentucky 40206

502-895-2405

APH USE ONLY

Customer Number_____

APH Order Number_____

CUSTOMER'S USE

Order Number_____ Order Date_____

Order Approval_____

Authorized Signature

Ship To_____

Zip Code

Bill To_____

Zip Code

PLEASE FOLLOW INSTRUCTIONS CAREFULLY. Double space typing. List EACH type of material, that is, Braille, Educational Aids, Inkprint, Large Type, R.E.A.L. and Talking Books, on a separate order blank. NO RETURNS ACCEPTED WITHOUT AUTHORIZATION.

Quantity	APH Use Only	Catalog Number	Description	Unit Price	Net Amount

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PURPOSE: Send to publisher to obtain permission to transcribe a title.

REQUEST FOR PERMISSION TO TRANSCRIBE COPYRIGHTED MATERIAL

DATE: _____

The undersigned requests permission to transcribe the following book into a medium meaningful to individuals who are blind or otherwise handicapped to the extent that they cannot read print. The book is to be transcribed:

TAPE ___ BRAILLE ___ LARGE PRINT ___

BOOK TITLE: _____

AUTHOR(S): _____

EDITED BY: _____

COPYRIGHT: _____ PUBLISHER: _____

The inkprint book has been purchased by the person requesting transcription. Books are prepared for us by volunteer transcribers. (Include description of state instructional resource center).

The undersigned agrees to give credit to the book, author(s), publisher and the copyright date. Would you please indicate your approval by signing below? Keep one copy for your files and return the original to us.

Undersigned:

by: _____
(IRC Director)

I, _____,
(name)

agree to grant permission to transcribe the material as stated above with the understanding that proper credits will be given and that such material will be made available by methods which carefully restrict their use to persons, who because of blindness or physical disability, cannot read the printed edition.

Date: _____

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NOTE: This form is often printed on pressure-sensitive paper, enabling the sender and receiver to obtain copies.

REQUEST FORM

_____ Order Number

_____ Date

SCHOOL DISTRICT _____

COUNTY _____

NAME _____ TITLE _____

ADDRESS _____

_____ ZIP _____

PHONE _____ SHIP TO (NAME) _____

ADDRESS _____

_____ ZIP _____

BOOK TITLE _____

_____ GRADE _____

AUTHOR(S) _____

PUBLISHER _____

COPYRIGHT _____ WILL YOU ACCEPT ALTERNATE COPYRIGHT OR EDITION? _____ YES _____ NO

SUBJECT _____ WILL YOU ACCEPT ALTERNATE TITLE? _____ YES _____ NO

BRAILLE _____ LARGE TYPE _____ TAPE _____

DATE NEEDED _____

MATERIALS TO BE USED BY: _____
(student's name)

Eye Report must be on file at Resource Center.

____ Legally Blind student

____ Visually Impaired student not legally blind

APH # _____ PRICE _____

ACTION TAKEN: (SEE ATTACHMENT)

DO NOT WRITE BELOW

IMPORTANT: Complete all information: only ONE book per form. Keep last copy for you files. Send the first two copies to the Resource Center